ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Phase IV Long-Range Plan Action Items

FROM: Harry E. Fitzwater DDA 7D18 HQ	EXTENSION	NO. DD/A Registry 83-0140/10 STAT
		DATE 4 FEB 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. D/OIS 1206 Ames				STAT
2.				This is the subject I raised last week at the staff meeting. These are proposals you may wish to consider.
3.				
4.				STAT
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10.				100-3-2
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FORM 610 USE PREVIOUS EDITIONS
1-79

4 FEB 1983   83-0140/10

MEMORANDUM FOR: Director of Information Services

FROM: Harry E. Fitzwater
                 Deputy Director for Administration

SUBJECT: Phase IV Long-Range Plan Action Items

    1. As a result of the recent exercise in long-range planning
for the EXCOM, a number of themes were identified which require
further action. The items generally concern improving the
management of support services and need research, coordination, and
study. To accomplish this, it is requested that you conduct a
thorough review of the subjects listed in the attachment and submit
a detailed report on your findings. Your efforts should result in a
thoughtful exploration of the topics which, from a Directorate
viewpoint, considers the organizational implications as well as the
potential for improving the efficiency, effectiveness, and
timeliness of our support to the Agency's mission.

    2. In addition to addressing the items listed in the
attachment, you are requested to conduct a general review and report
on the performance of your Office in response to customer requests.
Among other items, this review should verify the need for all
administrative reporting which you originate. You should also
include a discussion of the timeliness, quality, and responsiveness
of your support, both at Headquarters and in the field. Some
examples of the types of support you may wish to include are: (1)
processing requests submitted to the Agency under the Freedom of
Information and Privacy Acts, (2) providing advice and guidance to
Agency components on the creation, maintenance, use, and disposition
of Agency records, and (3) coordinating and processing Agency
regulatory issuances. Also, provide a thorough discussion on how to
reduce lead times, improve the overall quality of support, and
reduce unnecessary paperwork. Finally, your review should identify
those sections of regulations that are thought to be unnecessarily
cumbersome. Conversely, you should recommend any additional
authorities or regulations you feel would assist you in the
performance of your responsibilities. A mutually acceptable date
for the completion of these reports should be coordinated with the
DDA Plans Officer.

                              Harry E. Fitzwater

                         Harry E. Fitzwater

Attachment

DDA/MS   (3Feb83)   STAT
   Orig - Adse (w/att)
      1 - HEF Chrono (w/o att)
      1 - DDA Subject (w/att)
      1 - DDA Chrono (w/o att)
      1 - DDA/MS Subject (w/att)

1. <u>Agency Vital Records Program</u>: You should review and report on ways to improve and revitalize the Agency's Vital Records Program. Your review should include the use of all modes of information storage, i.e., magnetic tape, paper, disk, etc. It should also suggest ways to provide secure and survivable storage of these records in the event of a major national disaster. The thrust of the review should be from an Agency-wide standpoint but should also obviously include the needs of the Directorate.

2. <u>Electronic Records Archiving and Storage</u>: In conjunction with the Office of Data Processing, you should conduct a review of the archiving needs of the Agency and report on what needs to be done to ensure that we have a modern and effective Agency-wide procedure for the preservation of Agency automated and non-automated records.

3. <u>TRIS</u>: This report should include a review of the TRIS project, giving a precise definition of the system and a schedule for the individual sub-systems and a general order of magnitude funding profile. The review should also include a look at the possibilities of making more use of the existing TRIS sub-systems and procedures and exploiting commercially available records systems.

STAT

ROUTING AND TRANSMITTAL SLIP

Date 3 Feb 83

TO: (Name, office symbol, room number, building, Agency/Post)

		Date
1.	EO/DDA	4 FEB 1983
2.		
3.	ADDA	4 FEB 1983
4.		
5.	DDA	4 FEB 1983

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg.

5041–102

OPTIONAL FORM 41 (Rev. 7–76)
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